

BOARD OF MADISON COUNTY COMMISSIONERS
April 4, 2016, Meeting Minutes

On Monday, April 4, 2016, a meeting of the Board of Madison County Commissioners came to order at 9:35 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana, with Commissioners David Schulz, Jim Hart and Ron Nye present. Jani Flinn, Relief Clerk, was present to take minutes.

Those people in attendance at the meeting were Ralph Hamler, Margaret Stecker, Charity Fechter, Dan Allhands, Laurie Buyan, Dustin Tetrault, Kathleen Mumme, Justin Ekwall, Eli Thompson, Howard Chrest, Kacey Smart, and those on the attached list.

Approval of Minutes: Jim Hart moved to approve the March 28, 2016, meeting minutes as presented. Ron Nye seconded the motion. All voted aye and the motion carried.

Journal Vouchers: Ron Nye moved to approve Journal Vouchers for the March 16, 2016, accounting period. Jim Hart seconded the motion. All voted aye and the motion carried.

Cell Phone Policy: Laurie Buyan, Commissioners' Assistant, reviewed the proposed Madison County Cell Phone Policy. The Board reviewed current cell phone bills and discussed usage and coverage. After discussion, Ron Nye moved to approve the Madison County Cell Phone Policy as presented, with a signature line for Department Head approval. Jim Hart seconded the motion. All voted aye and the motion carried.

James Jordan Boundary Adjustment: Charity Fechter, Planning Director, met with the Board to discuss a parcel which was originally submitted for a Boundary Adjustment. Ralph Hamler, Consultant, and Margaret Stecker, PLS, Skyline Surveying, were also present for this portion of the meeting. The Exemption Review Board reviewed the proposal on March 24, 2016, and found that the proposal would need to be done as an amended plat and due to more than 6 lots previously amended, further changes must be reviewed by the Commissioners to determine if there is a material change to the plat or plan requiring subdivision review. After discussion and review, Jim Hart moved to accept the recommendation of the Planning office and determine 1) that the proposed change is a material alteration to the original Ruby Oxbow plat or plan that does not increase the number of lots; and 2) that the proposed alteration does not require additional subdivision review. Ron Nye seconded the motion. All voted aye and the motion carried.

Alder Fire Board Appointment: Ron Nye moved to accept the reappointment of John Anderson to the Alder Fire Board for a three year term that will expire on May 1, 2019. Jim Hart seconded the motion. All voted aye and the motion carried.

Hold Harmless Agreement for Signs: After review, Jim Hart moved to accept and review the Release of Liability Agreement to Hold Harmless and to Defend from the Town of Virginia City, Montana, for the signage to be placed in front of the Madison County Administrative Office Building. Ron Nye seconded the motion. All voted aye and the motion carried. The sign is scheduled for review and final approval by the Town of Virginia City on April 7, 2016.

Dustin Tetrault, Director of Emergency Services, met with the Board to discuss the following topics:

- **DES Quarterly Certification Form:** Dustin informed the Board that quarterly reports are no longer required by Montana State Disaster and Emergency Services, Grant Programs Bureau. An annual report will be filed.
- **Generator Agreements:** Dustin discussed questions that have come up about ownership, insurance, and maintenance of the emergency generator obtained through a FEMA grant. This topic was tabled so Dustin can gather more information and consult with the County Attorney.

Courthouse Proposal Review: After review, Jim Hart moved to approve Contract Amendment No. 3 to Contract with ThinkOne Architects for Preliminary Design for Accessibility and Security improvements for the original historic Courthouse ADA & Security Improvements in the amount of \$33,020.00 plus an estimated total of \$1,388 for reimbursable expenses. Ron Nye seconded the motion. All voted aye and the motion carried.

Correction to February 16, 2016, Minutes: The Board discussed a requested change to the minutes regarding a map referred to on page 3 under "District 1 County Roads Update". Karen Brown, GIS, has reviewed the maps referenced by Sheriff Roger Thompson in his presentation, and determined that the most current aerial map that was presented is actually a Montana 2013 National Agricultural Imagery Program map. Ron Nye moved to approve changing the February 16, 2016 Madison County Commissioners Minutes to reference a 2013 NAIP map. Jim Hart seconded the motion. All voted aye and the motion carried.

Dates for Preliminary Budget Hearings: The Board set tentative dates for preliminary budget hearings. Laurie Buyan, Commissioners Assistant, will prepare a schedule and notify department heads of their hearing dates.

Clerk Hiring Process: Kathleen Mumme, Clerk and Recorder, met with the Board to discuss the hiring process and pay schedules for hiring a clerk in her office. After much discussion, Kathleen requested the meeting be closed to discuss personnel issues. All attendees left the room at approximately 11:30 a.m. The meeting resumed at approximately 11:50. Jim Hart moved to encourage the Clerk and Recorder to make an offer to the designated new hire and transition the employee from Deputy to 100% Clerk salary effective immediately, to concur with input from MACo. Ron Nye seconded the motion. All voted aye and the motion carried.

Staff Meeting: A staff meeting was held in the Justice Court Room at the Courthouse. Those people in attendance were those listed on the attached Visitor Sign-In Sheet. Discussion items included a current advertisement for the Human Resource Officer position, Department Safety Inspections required by Labor & Industry, and updates on the Courthouse Renovation project. Warranty issues, exterior landscaping ideas for both the front and back, signage, and miscellaneous building related issues were also discussed for the Administrative Office Building. Awnings, lights, and additional exterior amenities were discussed, and the maintenance staff was complimented on organizing and installing storage shelving in the basement storage room. Chairman Schulz reviewed the purchase of the NRCS building in Sheridan for the use of the Madison Valley Search & Rescue, the planned \$2 million estimated improvements at the Ennis Airport, and the rental of the former Annex building.

Airports: Lance Bowser, Robert Peccia & Associates, met with the Board to discuss and present the following:

- **Ennis Airport Bid Selection:** Lance reviewed the four bids opened at the advertised bid opening on Thursday, March 31, 2016 at 2:00 p.m. in the Public Meeting Room of the Madison County Administrative Office Building. Bids were received from MT Civil Contractors, Nelcon, Inc., A.M. Welles, and Helena Sand & Gravel. The Airport Board has reviewed and recommended acceptance of the low bidder. After discussion, Ron Nye moved to proceed with the Recommendation of Award to A.M. Welles in the amount of \$1,854,428.70 as recommended by the Airport Board, with the understanding that the FAA has requested moving the navigational aids portion of the project into a later fiscal year grant which may delay FAA reimbursement on these items in the approximate amount of \$52,500.00. Jim Hart seconded the motion. All voted aye and the motion carried.
- **Residential Through The Fence (RTTF) Agreement – Lot 27A, Miller:** Jim Hart moved to approve the Agreement for Airport Access, Residential Through the Fence Agreement for Lot 27A at Ennis Big Sky Airport. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Residential Through The Fence (RTTF) Agreement – Lot 14B, Brown:** Jim Hart moved to approve the Agreement for Airport Access, Residential Through the Fence Agreement for Lot 14B at Ennis Big Sky Airport. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Engineering Task Order #14 and #15 – Construction Administration and Management:** After review, Jim Hart moved to approve Task Order Number Fourteen, Agreement to Furnish Engineering Services to Madison County for Improvements to the Ennis Big Sky Airport for Construction Administration and Construction Management Services during Construction, as corrected, in the amount of \$107,050.00, and Task Order Number Fifteen, Agreement to Furnish

Engineering Services to Madison County for Improvements to the Ennis Big Sky Airport for Construction Management Services during Construction, as corrected, in the amount of \$29,270.00, contingent upon FAA review and concurrence. Ron Nye seconded the motion. All voted aye and the motion carried.

- **Record of Engineering Selection and Contract Negotiations 3-30-0090-015-2015:** After review, Jim Hart moved to approve Ennis Big Sky Airport Improvement Project, Record of Engineering Selection and Contract Negotiations AIP 3-30-0090-015-2015, to complete Task Orders #14 and #15, Construction Administration and Construction Management Services. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Engineering Task Order #16 and Record of Engineering Selection and Contract Negotiations 3-30-0090-017-2016:** After discussion, the Board agreed to wait on making a final decision until the regularly scheduled meeting on April 18, 2016.
- **Engineering Task Order #17 and Record of Engineering Selection and Contract Negotiations 3-30-0090-016-2016:** After review, Jim Hart moved to approve Task Order Number Seventeen, Agreement to furnish Engineering Services to Madison County for Improvements to the Ennis Big Sky Airport, Project/Construction Administration for Miscellaneous Navigational Aids in the amount of \$10,708.00, and Ennis Big Sky Airport Improvement Project, Record of Engineering Selection and Contract Negotiations AIP 3-30-0090-016-2016. Ron Nye seconded the motion. All voted aye and the motion carried.
- **RPA Pay Request #3 – AIP 3-30-0090-014-2015:** After review, Jim Hart moved to approve Ennis Big Sky Airport Improvements – Pay Request #3, (AIP 3-30-0090-014-2015), from Robert Peccia & Associates for engineering services from December 5, 2015 to March 19, 2016 on Master Plan updates and project administration in the amount of \$10,682.60. Ron Nye seconded the motion. All voted aye and the motion carried.
- **RPA Pay Request #4 – AIP 3-30-0090-013-2014:** After review, Jim Hart moved to approve Ennis Big Sky Airport Improvements – Pay Request #4 (AIP 3-30-0090-013-2014) from Robert Peccia & Associates for engineering services from December 5, 2015 to March 19, 2016 on North Apron & Parallel Taxiway Re-design and project administration in the amount of \$69,700.00. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Resolution Adopting Airport Rules and Regulations:** After review, Ron Nye moved to approve Resolution 17-2016, a Resolution Adopting Rules and Regulations for Madison County Airports. Jim Hart seconded the motion. All voted aye and the motion carried.
- Remainder of Airport Items were continued to a later date.

Ousel Falls Road Maintenance Agreement: After review, Jim Hart moved to approve and sign the Standard Agreement Between Client and Morrison-Maierle, Inc., Project Number 0948.021, for services related to the RID maintenance program for the scheduled chip seal on Ousel Falls Road (RID 2009-01) in the amount of \$13,061.00 for the design and construction phase.

Independent Survey of Bertha/Kennett Mine Road: Justin Ekwall, Deputy County Attorney, Eli Thompson, Virginia City resident, Howard Chrest, Sheridan resident, and Kacey Smart, Virginia City resident, were present for this portion of the meeting. Justin reviewed the status of this issue to date and reviewed his conversation with David Albert, Surveyor. Justin is recommending that Madison County do an independent survey in an attempt to resolve the road issue. After much discussion, it was agreed that Justin will write a letter to the landowner stating the County's position.

Central Montana Fire Operating Plan Modification: After review, Jim Hart moved to approve and sign the Modification of Grant or Agreement for U.S. Forest Service Grant/Agreement Number 10-FI-11010200-027, extending the performance period to December 31, 2016. Ron Nye seconded the motion. All voted aye and the motion carried.

HR Position Selection Committee: The Board discussed appointing a selection committee for the Human Resources position. Lisa Brubaker, Vicki Tilstra, Darcel Cook, Saza Lee, and all three Commissioners will be on the committee.

Moore's Creek Culvert Replacement Project:

- **Contractors Pay Application #2:** After review, Jim Hart moved to approve Contractor's Application for Payment No. Two from Great West Engineering for the Moore's Creek Culvert Replacements, in the amount of \$168,344.80, plus \$1,700.45 MT Gross Receipts Tax. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Change Order #1:** After review, Jim Hart approved Change Order No. 1 regarding the water line crossing on the Moore's Creek Culvert Project for a net reduction of the contract price of \$13,360.00.

Madison Valley Manor Renovation Project: There was no discussion on this topic.

TSEP Signature Certification and Designation of Depository: After review, Ron Nye moved to sign Exhibit 2-C, Signature Certification Form to authorize the Commissioners to sign requests for payment of Montana Treasure State Endowment Program (TSEP) funds for the County of Madison, FY 2015 TSEP grant (MT-TSEP-PL-17-884), and Exhibit 2-D, Designation of Depository for Direct Deposit of TSEP Funds. Jim Hart seconded the motion. All voted aye and the motion carried.

Calendars: The Board reviewed calendars.

With no further business, the meeting was adjourned at 4:56 p.m.

Next meeting: The next regular Commission meeting will be held on Monday, April 11, 2016, beginning at 9:30 a.m. in the Commissioners' Conference Room of the Administrative Office Building in Virginia City, Montana.

David Schulz, Chairman
Board of Madison County Commissioners

Date Approved: April 11, 2016

Minutes prepared by:

Jani Flinn, Relief Clerk

Attest: _____
Kathleen Mumme, Clerk and Recorder, Madison County